

Document No. 009  
 Approved For Release 2001/08/10 : CIA-RDP78-04718A002000360012-9  
 No Change in Class. ☐  
☐ Declassified  
 Class. Changed to: TS S (C) 1989  
 Next Review Date: \_\_\_\_\_  
 Auth.: HR 70-3  
 Date: 8 JAN 1979 By: 010

LS 6-0784

10 April 1956

MEMORANDUM FOR: Acting Chief, Regulations Control Staff

SUBJECT : Device to Maintain Regulatory Sets on a Current Basis

1. At your request, I have prepared and attach hereto a suggested instruction sheet of a type which we might utilize for new issuances; this Sheet (Sheet No. 2) transmits a hypothetical regulation. The primary objective, you will recall, is to produce a device whereby users can maintain sets of regulatory material on a current basis and know that their sets are current. The basic principle, which perhaps can be utilized in different ways, is to permanently retain sheets which record every physical addition, deletion, and pen and ink change and individually identify every issuance page and trace it to an instruction sheet. The principle is embodied in one form or another in many loose-leaf regulatory systems including the Standardized Regulations of the Department of State, other military and Government regulations and regulations published by Commerce Clearing House, Bureau of National Affairs and other private publishing concerns.

2. In preparing the suggested Instruction Sheet it developed that it would first be necessary to issue a more general instruction sheet announcing the establishment of the instruction sheet system. This in turn involved some statement of background and history. In effect, what I have prepared is a Sheet No. 1 which is in the nature of a "How to Use These Regulations" explanation of a type which generally appears at the front of the first volume of any newly established loose leaf regulation system. It is fairly long, but in view of its importance and the details it includes, I think not too long.

3. In addition to the above, Sheet No. 1 includes a number of items designed to simplify and shorten issuances by eliminating from them information concerning the issuance itself; such information would be included in the Instruction Sheet instead (see paragraph 5 of Instruction Sheet No. 1). Sheet No. 1 also includes some suggestions to eliminate some of our problems both of filing, rescinding and drafting. For example, the Sheet states that early-expiration-date notices, which are in the nature of announcements only, would not be filed, indexed or accompanied by Instruction Sheets. Thus the time used by your Staff in getting these things rescinded and removed will be reduced and preparation of them should be simpler and quicker. Also Handbooks, while they would continue

to be prepared, approved and issued as heretofore and will be accompanied by an Instruction Sheet, would not be included in subsequent indices or filed with the regulations and notices.

4. The result of Sheet No. 1 would be to provide for the future. It does not attempt to issue instructions or lists concerning present issuances which would enable users to check current sets. Sheets of that nature could be prepared and issued as time permits. They could attack the problem of present issuances piecemeal, say, a different Sheet for each number series of existing issuances.

5. Although the central idea of the Instruction Sheet is the element basic to the objective of current maintenance and the suggested Sheet No. 1, I think, embodies it in a satisfactory way, obviously there are many points dealt with in the Sheet which could be handled or stated differently. I will be glad to assist with any changes you may feel necessary or desirable. Also, at some stage, the DD/P will have to be consulted. What is needed, in my opinion, is to work out the wrinkles (including with a DD/P representative and, presumably, [REDACTED], explain the need for this to the DD/S and DD/P, request their approval, and issue it.

6. Let's talk this over at your convenience, after you have been able to get into it.

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[REDACTED]  
Assistant General Counsel

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